

**STATE OF MAINE  
SUPREME JUDICIAL COURT  
ADMINISTRATIVE ORDER JB-21-06**

**ORDER REGARDING FILING USING SHAREFILE PILOT**

Effective: January 3, 2022

The COVID-19 pandemic has placed a strain on the courts' resources and on attorneys and their practices. In addition, the mail service has slowed considerably in the state. In an effort to expedite resolution of pending matters and provide timely access to justice, the Supreme Judicial Court will allow attorneys to submit certain documents to the courts using ShareFile.

**I. SCOPE**

This Administrative Order pertains to filings by attorneys in criminal, civil violation, and juvenile cases. The process will be piloted in Alfred as of January 17, 2022. If deemed successful, the pilot will be expanded to the District Courts in York County before being evaluated for further expansion into other areas of the state.

**II. PROCESS**

ShareFile is a proprietary online platform created by Citrix™ whereby documents can be uploaded by one party in one location and downloaded by a second party in a second location. In the designated locations, the courts will use this platform to allow attorneys to submit pleadings to the court. Attorneys must adhere to the following process. Failure to do so may result in suspension of the attorney's ShareFile account with the court.

- A. The court will only accept pleadings via ShareFile that do not require a filing fee. Those that do require a filing fee shall be filed using traditional methods.
- B. The date of filing will be the date that the pleading is printed and accepted by the court.

- C. Each attorney wishing to participate in the pilot will complete the attached registration form (Attachment A) and submit it via email to the clerk, at the email address provided in Attachment B to this Order.
  - 1. Each participating attorney shall have one email address used for ShareFile. It is preferable that the attorney use the email address that the attorney uses to correspond with the court.
  - 2. The clerk will have 48 hours, or two business days, from receipt of the registration form to add the attorney user to the ShareFile system.
  - 3. Once the attorney is added, ShareFile will automatically confirm via email that the attorney may file using ShareFile. Attorneys may share their ShareFile login credentials with support staff in their office.
- D. The attorney may use ShareFile to file pleadings with a court only after the court has accepted the attorney as an authorized filer.
- E. There shall be a cover letter accompanying the pleading. No other cover sheet will be filed.
- F. Both the pleading and the cover letter shall indicate that the document is being filed using ShareFile in order to distinguish these pleadings from those that arrive via U.S. mail.
- G. ShareFile may not be used for corresponding with the clerk's office in any other fashion.
- H. The pleading may be hand signed, or an electronic signature may be used, including /s/. All such signatures certify that the attorney has reviewed the pleading and that it is being filed in good faith.
- I. The file to be uploaded (pleading and cover letter) shall be named as follows:

1. Full docket number
  2. Defendant's last name
  3. Title of pleading (shortened if appropriate)
  4. For example, a motion to continue shall be filed as "YRKCD-CR-2021-1234 Smith Motion to Continue"
- J. The clerk's office will review the queue of pending submissions once per day, akin to picking up the U.S. mail at a post office.
- K. The clerk's office will have a digital mailbox in ShareFile with the name of the court and the time that the clerk's office will review the digital mailbox. The times may vary between courts according to that court's schedule and staffing limitations.
- L. Attorneys should not contact the court to ask about the status of their filings during the first two business days after uploading a submission.
- M. The clerk will review, download, and print each submission. Submission of the pleading to ShareFile is not a guarantee that the pleading is filed correctly, nor is it a guarantee that the pleading will be accepted by the court. ShareFile is simply a conduit by which pleadings may be submitted to the court in lieu of using the U.S. Postal Service.
- N. Each court digital mailbox will have a subfile called "Reviewed." Once the clerk has reviewed the submission, the clerk will place it in the "Reviewed" subfile. This is an indicator that the clerk has had eyes on the submission and that the court has received it.
1. Attorneys may check the "Reviewed" file to make sure their submissions have been received by the court.
  2. Attorneys should not call to ensure the pleading reached the clerk's office.


3. Reviewed submissions will be kept by ShareFile in the “Reviewed” file for only 14 days. They will then be automatically deleted by ShareFile and will not be saved anywhere.
- O. Attorneys will be able to see only what they (or their support staff using their login) have submitted to the court. Other pleadings in other cases, or filed by the opposing side, will not be viewable in ShareFile.
- P. If the pleading has not been submitted properly, the clerk’s office will continue the current procedure by rejecting it for filing and returning it via U.S. Postal Service.
- Q. Simultaneous with filing, counsel shall email pleadings to the opposing side(s). If the opposing side is self-represented or otherwise does not have electronic access (e.g., prisoners), U.S. Postal Service shall be used.
- R. Abuse of these procedures shall be subject to a warning and possible termination from the pilot and/or its subsequent expansion

### **III. REVIEW AND EVALUATION**

The process will be evaluated after the pilot’s commencement to assess its efficacy, to determine whether it is advisable to expand the pilot to other courts in the state, and to determine how any such expansion shall occur. Consideration will also be given to whether to include self-represented litigants in the expansion.

Promulgation Date: December 29, 2021

For the Court:



Valerie Stanfill

Chief Justice, Supreme Judicial Court



**Attachment A**

OPT IN FORM FOR FILING THROUGH CITRIX SHAREFILE

Please refer to Administrative Order # \_\_\_\_\_ for rules governing use of Citrix ShareFile for filing pleadings with the Court.

*Please type in this form.*

Court Name and docket type e-filing privileges are requested for (please note only criminal cases are eligible at this time): \_\_\_\_\_

Attorney Name: \_\_\_\_\_

Attorney Address: \_\_\_\_\_

Attorney Phone Number: \_\_\_\_\_

Attorney Email Address for filing pleadings (attorney support staff will also use this email address for filings): \_\_\_\_\_

Attorney Email Address for communication with the Court: \_\_\_\_\_

I hereby certify I have read AO # \_\_\_\_\_.

**Please note: this service is for the convenience of court users. If the service is abused, the Judicial Branch reserves the right to suspend the user from the service either temporarily or permanently.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Attorney Signature

Email this form to the email address indicated in the attachment. Clerk email addresses are attached to this document.



MAINE JUDICIAL BRANCH

Beth Maddaus, Esq.  
*Director of Court Operations*  
1 Court Street, Augusta ME 04330  
Phone: 207-213-2800

## Attachment B

### **EMAIL ADDRESSES FOR SENDING SHAREFILE OPT IN FORM**

#### Region 1

York County Superior Court  
Biddeford District Court  
Springvale District Court  
York District Court

[sc.staff.alfsc@courts.maine.gov](mailto:sc.staff.alfsc@courts.maine.gov)

to be added when court adds ShareFile option

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